

ORD-0044-77

18 January 1977

MEMORANDUM FOR: Acting Director of Research and Development

THROUGH: Special Panel, ORD

SUBJECT: Recommendation for Promotion -

[redacted]  
GS-06 - GS-07

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1. This memorandum contains a recommendation that [redacted] be promoted from GS-06 to GS-07. The paragraphs below explain the background of the recommendation which I personally strongly endorse.

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2. [redacted] has adequately demonstrated a technical skill that has made her one of ORD's most valuable secretaries. This was acknowledged prior to her assuming a supervisory role and does not need to be enumerated. For the past year she has managed the administrative/secretarial staff of the Operations Technology Division. In this capacity she has had to perform in what is a very demanding position without the benefit of an experienced staff. The success she has achieved is even more noteworthy in view of the fact that [redacted] had no previous supervisory responsibilities prior to this position.

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3. In addition to normal office functions which reflect the highest credit on her as a professional, she has achieved a record of outstanding personal achievement. These include:

a. Participation in the off-campus program through enrollment and successful completion of several college-level courses;

b. Nomination to the ORD Management Advisory Group;

c. Recipient of the ORD Citation for outstanding sustained performance;

d. Recipient of an Agency award for a meritorious employee suggestion.

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4. [redacted] has in the past twelve months more than adequately demonstrated she can combine technical excellence with supervisory completeness. At this point in [redacted] career, it therefore is strongly recommended that she be promoted. This promotion is recommended not for potential future performance but rather in recognition of a level of performance that is a credit to this division, this office, and [redacted] herself. The performance described reflects a level indicative of a senior level person, and [redacted] should therefore be promoted to the appropriate level commensurate with her talents.

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[redacted]  
Chief, Operations Technology, ORD

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RECOMMEND APPROVAL:

\_\_\_\_\_  
Chairman, Special Panel, ORD

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Acting Director of Research and Development

\_\_\_\_\_  
Date

Distribution:

- 0 - Addressee
- 1 - C/SB/MS/ORD
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OTD/ORD/DD/S&T [redacted]

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